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Memo to: Board
From: Tano
Re: Budget meeting

Following are the minutes of today's meeting together with a copy of the budget and the cash flow projections based on the budget. Please note that these figures are for the magazine only and do not reflect obligations of Point (nor income from MWEC and fundraising). I urge that we arrange to meet again as soon as possible to discuss other urgent matters.

Minutes of a meeting of the board of directors of Point Foundation held at the offices of Peggy Lauer on October 12, 1994:

Directors present: Peggy Lauer, Jerry George, Tano Maida; absent: Beau Takahara; also attending: Ruth Kissane

Ruth Kissane presented a proposed budget and cash flow projection for *Whole Earth Review* and answered questions from the board.

Motion was made to adopt the budget as a provisional budget for six months with a review on or before December 21, 1994. Seconded, and passed unanimously.

Motion was made to acknowledge Ruth Kissane as Editor of *Whole Earth Review* and to formalize her mandate to operate the magazine pursuant to the budget in a memo from the board. Seconded, and passed unanimously.

Motion was made for the board to publicly and personally acknowledge the volunteer efforts of the staff to produce Issue 84 under difficult conditions since September 1, 1994. Seconded, and passed unanimously.

Note was made of the need to review the 1993 tax return, scheduled to be filed by November 15, 1994, with regard to the sale of the stock in the WELL.

Meeting was adjourned.

Agenda suggestions October 15, 1994

•Publisher—need to agree on job description and set strategy for securing individual for the position as soon as possible
•Employment memos, job descriptions—these are for Editor (Ruth has offerred to prepare a first draft) and for Publisher (see above); would include specific descriptions of authority, responsibility, reporting, and accountability, as well as provision for termination or renewal
•Board development—need to invite possible new directors to meet with each current director in time for annual meeting; need to be clear on what is required of directors, who would make a good candidate, etc.
•Editorial Board—both for WER and for any future book projects, an active Editorial Board with specific avenues of input; possible source of future content and directors as well
•Advisory Board—more for show in the realm of fundraising, this too could be a source of advice and future directors
•New Projects—including books (discuss models: imprint, publish, co-publish, license, etc.) POINT QUARTERLY(!), electronic publications, film/tv
•Finance issues (fundraising, taxes, management)—strategy for development of a plan to deal with projected deficit at WER as well as for POINT expenses not covered by WER; provision for management of cash and operations (within the context of Editor, Publisher, budget, etc.); tax return for 1993, financial review?
•Annual meeting—schedule, legal details, agenda, attendees